**CURRICULUM VITAE**

***Aqsa Yasin Muhammad Yasin***

East Riffa, Bahrain

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CPR: 980113210

**OBJECTIVE**

*To have a “Vision’, to be a success and give of my ‘best’ in any situation*.

To work in a challenging environment, in a position to refine my experience and skills, while serving my best of the Organization with the opportunity to learn, earn and grow on personal abilities, to provide effective & efficient administrative support in order to enhance my professional abilities, for growth of organization and to become success oriented person.

**ACADEMIC QUALIFICATION**

* **H.S.S.C (Higher School Certificate) (Humanities group)**

Pakistan School bahrain, Bahrain (2014-2015)

* **S.S.C (Secondary School Certificate)**

Pakistan school bahrain, Bahrain (2012-2013)

* **Outstanding Member In The School GUIDES Team**

**ADDITIONAL QUALIFICATION**

* Knowledge of MS Windows based applications like MS Word, Excel, PowerPoint, Outlook Express, MS Access.

**QUALIFYING ABILITIES**

* **PUNCTUAL**

Very punctual in performing duties and always on time program, believe very much in time management.

* **RESPONSIBLE**

Performing duties with utmost care and perfection. Finding an opportunity to learn from mistakes if ever committed unknowingly.

* **RESOURCEFUL**

If ever in problem, driving various means to get out of it and resolving the issue, giving views in different matters concerning the firm and always open for ideas and orders from superiors.

* **ADJUSTABLE**

Very much capable of adjusting to a new environment with new people and new opportunities.

* **SELF MOTIVATED**

Highly self-motivated and was looking forward to explore new tasks responsibilities assigned.

**LANGUAGES KNOWN**

English : Spoken as well as written.

Urdu : Spoken as well as written.

Hindi : Spoken only.

**PERSONAL DETAILS**

Marital Status : Single

Date of Birth : 13th January 1998

Religion : Islam

Nationality : Bahraini

C.P.R NO : 980113210

Passport : -----------

Strength : Optimistic

Hobbies : Travelling, Dancing, Music, Reading, Writing, Painting etc.

Work experience : have done volunteering, face to face and call surveys.

Won several rewards in school competitions & at social services.

**DECLARATION**

I hereby solemnly declare that the abovementioned particulars are correct and true to the best of my knowledge and belief. And I assure your good office that I will work to the best of my abilities and diligently perform all that assigned to me to your fullest satisfaction.

Aqsa Yasin Muhammad Yasin

**►Reference**: will be provided if required.